

PUBLIC NOTICE
Bid for Plumbing Repair- Service

CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS

Sealed bids will be received by the City of West Des Moines, Iowa on or before 2:00 p.m., Central Time, on Wednesday, December 31, 2014, for the following:

Bid Item: Plumbing Repair and Services

Bidders shall submit their bids in a sealed envelope, plainly marked "Bid for Plumbing Repair and Services."

Office of the City Clerk
City of West Des Moines
Suite 2B
4200 Mills Civic Parkway
West Des Moines, Iowa 50265-0320

Specifications may be secured at the Department of Public Works, 560 South 16th Street, West Des Moines, Iowa; by contacting Gary Rank, Facilities Manager at 222-3480.

Unit price shall be final and the City reserves the right to accept or reject any or all bids on a per unit basis and waive irregularities and technicalities as determined to be in the best interest of said City.

Published in the Des Moines Register, December 12, 2014.

REQUEST FOR BID
Plumbing Repair- Service

CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS

The City of West Des Moines, Iowa, solicits interested firms to submit bids for plumbing repair-services for the City of West Des Moines.

Submittals, marked "Bid for Plumbing Repair and Services" will be received no later than 2:00 p.m., Central Time, Wednesday, December 31, 2014, in:

Office of the City Clerk
City of West Des Moines
Suite 2B
4200 Mills Civic Parkway
West Des Moines, Iowa 50265-0320

BID PROCEDURE

Mark outside of envelope with bid subject, "Bid for Plumbing Repair and Services."

Bids received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition. The City of West Des Moines reserves the right to award in part or in whole or to reject any or all bids.

Any bid submitted MUST be signed by an individual authorized to bind the bidder. All bids submitted without such signature will be deemed non-responsive, and will not be acceptable.

If you desire not to quote on this bid, please forward your acknowledgment of NO BID SUBMITTED to the above address.

I. STATEMENT OF PROJECT

The intent and purpose of this Request for Bid is to establish a contract to provide Plumbing and Repair services at various City Facilities owned or maintained by the City of West Des Moines.

II. SCOPE OF WORK

The Contractor shall furnish all labor, equipment, supplies, and required materials to repair and service all plumbing related equipment and items on an as needed basis, this coverage shall include emergency coverage on a 24 hour/7 days per week basis for the City of West Des Moines.

General instructions

Contractor shall supply, deliver and perform services necessary to complete all plumbing repairs and service on an as needed basis. This service and repair may include but is not limited to the installation of plumbing fixtures, drain piping, water valves, water piping, toilet repairs, urinal repairs, Replacement or repair or service of any and all components that are associated with water distribution, sewer distribution. This work may be in confined spaces or at extended heights.

The work outlined in this bid process shall be done as follows

1. The contractor is required to obtain any and all local, state or federal licenses and permits necessary to complete this work.
2. The Contractor is responsible for any damage to City owned or maintained facilities and or equipment while engaged in doing this work.
3. The contractor shall follow all OSHA regulations, and perform the work in a safe manner.
4. No part of any work performed under this contract maybe subcontracted out to other contractors or individuals not included and covered by the contractors insurance.
5. The contractor shall provide their own tools, personal protective equipment, ladders, scaffolding, power equipment, vehicles, etc., as needed to perform the above work.

III. PERFORMANCE REQUIREMENTS

1. The contractor shall provide the City with the names, address and telephone numbers for at least two designated personnel responsible for servicing this account to insure response to the City's requests for service. This will ensure that at least one of the contacts will be available and assessable 24 hours per day, during the period the agreement is in force. This shall include weekends and holidays.
2. The contractor shall respond to and begin any remediation or repair within 2 hours of notification of an emergency call for service. The contractor shall respond with 24 hours of notification of a non-emergency events.
3. The contractor or his designated staff shall respond to repair orders given by City staff in a positive, courteous and timely manner. The City reserves the right to reject any work completed in a shoddy or haphazard manner or in violation of any building codes or ordinances as set forth by the City.
4. The contractor shall be responsible for any and all damage to private as well as public property (Including Public Utilities) due to its own or its employee's negligence in workmanship, repairs or mistreatment of said facilities.
5. The City shall require the contractor to provide staffing to respond to both non emergent and emergency repairs at multiple locations and simultaneous events.

IV. CONTRACTOR'S PERSONNEL

1. The contractor or any of his designees that appear to be under the influence of alcohol or drugs will not be permitted into any facility.
2. No loud or boisterous conduct will be allowed in any facility
3. The work area where work is being conducted will be clean and orderly when the work is

complete.

4. The contractor or any of his designees shall provide documentation that they are legal to work and provide such information upon request from the City.

VI. LENGTH OF AGREEMENT

This Agreement shall be an annual Agreement commencing January 31, 2015, and ending January 31, 2016, inclusive. This Agreement may be renewed on an annual basis by written mutual consent of both the City and the Contractor.

This Agreement may be terminated for good cause, including failure to perform in accordance with Sections II, III, IV, V, VII, and VIII of this Agreement, by the City during the Agreement period subject to written notice being delivered by registered mail sent to the Contractor at the address reference on the Bid Form. The City reserves the right not to renew this contract at the end of the initial term or any subsequent term.

VII. INSURANCE REQUIREMENTS

City of West Des Moines requests that the contractor purchase and maintain in force such insurance as will protect himself and the City from claims which may arise out of or result from the execution of the work, whether such execution be by himself, his employees, agents, subcontractors or by anyone for whose acts any of them may be liable. The insurance coverage shall be such as to protect fully the City and the general public from any and all claims for injury and damage resulting by or from any actions on the part of the Consultant or his forces as enumerated above. The consultant shall furnish an original Certificate of Insurance naming the City as additional insured. Should any of the policies be canceled before the expiration date, the issuing company will mail 30 days written notice to the certificate holder.

The minimum limits of liability as required by the City of West Des Moines are as follows:

Commercial General Liability, Including Contractual	\$1,000,000
Worker's Compensation, Statutory With Employer's Liability	\$500,000
Automobile Liability	\$500,000
Fidelity Bond	\$50,000

VIII. FURTHER INFORMATION

- A. Mandatory Drug and Testing Programs. The Contractor certifies that all their employees who may perform safety sensitive functions for the City

are included in a substance abuse program that meets the requirements of Federal Department of Transportation Drug and Alcohol Testing regulations, (Code of Federal Regulations, 49 C.F.R., Part 382 and Part 40).

- B. Right-to-Know Statement. The bidder certifies that, in accordance with the “Hazard Communication Rule”, 29 C.F.R. 1910.120 (the “Right-to-Know” Law) and the State of Iowa “Hazardous Chemical Risk Right-to-Know” rule, employees exposed to materials on the worksite will be trained for the materials in use by the successful Contractor as part of the contract. Material Safety Data Sheets (MSDS) for City materials will be supplied to the successful Contractor upon request.
- C. ADA Statement. The City does not discriminate on the basis of disability. If you believe you have been discriminated against in any program or facility, you may file a complaint alleging the discrimination with the ADA Coordinator through the City Manager’s office. The TDD line for the City of West Des Moines is 222-3334.
- D. FLSA Statement. “We hereby certify that these goods were produced in compliance with all applicable requirements of Sections 6, 7 and 12 of the Fair Labor Standards Act, as amended, and of regulations and orders to the United States Department of Labor issued under Section 14 thereof.”
- E. Questions which may arise as a result of this Request for Bid of a technical/operational nature should be directed to: Department of Public Works, Gary Rank, Facilities Manager, phone: (515-222-3480).

IX. PROCESS AND EVALUATION CRITERIA

A. Process

Bidders are to submit written bids which present the bidders qualifications and understanding of the work to be performed. Bidders are requested to address each evaluation criterion in the order listed below and to be specific in presenting their qualifications. The bidder should provide all the information which they consider pertinent to its qualifications for the bid proposal

B. Evaluation Criteria

Evaluation criteria shall include but are not necessarily limited to the following:

1. Firm's approach to the work to be performed.
2. Qualifications and resumes of personnel who would be assigned to the City of West Des Moines.
3. References from clients of similar size with the contract length noted. All clients must either be currently under contract or have been under contract within the last

24 months.

4. Number of years operating as a firm.
5. Cost of services.

BID FORM
Plumbing and Repair services

CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS

We, the undersigned, hereby propose to provide Plumbing and Repair services during normal business hours for the City of West Des Moines at a cost of _____ per hour, plus materials

In the event repairs or service is requested beyond normal business hours the undersigned proposes to provide the cost of service at the following rates.

Overtime rate at _____ Per Hour, Plus Materials

Sunday/Holiday rate _____ Per Hour, Plus Materials

Trip Charge for vehicle _____

Percent of Mark-up on Materials _____

Date: _____

Authorized Signature: _____

Firm Name: _____

Address: _____

Telephone: _____

Contact Person: _____

BID LIST
Plumbing and Repair Services

CITY OF WEST DES MOINES
DEPARTMENT OF PUBLIC WORKS

Wolin Mechanical Electrical
1720 Fuller Road
West Des Moines, IA 50265

Cook Plumbing Corporation
1425 Fuller Road
West Des Moines, IA 50265

Stroh Corporation
5000 Park Avenue
Des Moines, IA 50321

Lazer Electric and Plumbing
2785 NE 46th Avenue
Des Moines, IA 50317

Proctor Mechanical Corporation
1100 Hoak Drive
West Des Moines, IA 50265

Thrasher Service Corporation
3012 E. 14th Street
Des Moines, IA 50316

Baker Group
4224 Hubbell Avenue
Des Moines, IA 50317

Excel Mechanical
5636 NE 17th Street
Des Moines, IA 50313